



TRANSFER AND RECYCLING CENTER LICENSE APPLICATION INSTRUCTIONS

City of Maple Grove • PO Box 1180 Maple Grove, MN 55311 • 763-494-6010

The following forms must be completed by the individual making application for a Transfer and Recycling Center License: (*New or Renewal*)

- ☒ 1. Application form for Transfer and Recycling Center
- ☒ 2. Certificate of Compliance Dept. of Revenue Information
- ☒ 3. Certificate of Compliance Workers' Compensation Law

These forms are to be submitted with the following License Fee:

\$400.00

The licensing year is June 1 through May 31

Note: The fee is not pro-rated and is non-refundable.

Additional attachments required

- ☒ 4. Insurance Certificate
- ☒ 5. \$25,000.00 Performance Bond

Review and Approval Process

Upon City Council approval, a license will be prepared and mailed to you.

Information attached for your reference includes:
Maple Grove City Code
Sample Insurance Certificate

Return Completed Documents to
City of Maple Grove
Administration Department
PO Box 1180
Maple Grove, MN 55311-6180
Contact 763-494-6010

	Transfer and Recycling Center License Application		<i>For City use only</i> License Fee - \$400.00 License Period _____ Date of Issuance _____	
Legal Corporate Name of Business		Trade Name (DBA)		Business Telephone Number
Business Address/Location		City		State Zipcode
Mailing Address (if Different than Business Address)		City		State Zipcode
Name of Person Filling out this Application		Title		Telephone Number
E-mail Address		<i>(The City would like to have an e-mail address if needed (for receipt of renewal and licensing information))</i> ←		
Type of Ownership: <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> LLC			Date & State of Incorporation:	
City Code Reference (see below)				
<p>Sec. 26-65 (b) – <i>Compliance with other regulations.</i> Any transfer station or recycling center must meet all building and zoning codes and all ordinances and all other requirements set forth by the city council.</p> <p>Sec. 26-66. <i>License conditions.</i> When the city council grants a license under this article, it may include such conditions in the license as the council deems necessary and proper to ensure that the licensed facility will not become a nuisance and to protect the health, safety and welfare of the public.</p> <p>Sec. 26-67 <i>Operation.</i> All transfer stations and recycling facilities shall be operated and maintained in a lawful manner and in compliance with all the regulations and statutes of the state and the county and the ordinances of the city, and shall be kept in as neat, clean and healthful a condition as possible.</p>				
<p>I have received from the City of Maple Grove a copy of the <i>Maple Grove City Code, Article III. Transfer and Recycling Centers</i> and will familiarize myself with the provisions contained within.</p> <p>I declare that the information I have provided on this application is truthful and I understand that falsification of answers on this application will result in denial of the application.</p>				
Applicant Signature			Date	



CERTIFICATE OF COMPLIANCE

DEPARTMENT OF REVENUE INFORMATION

City of Maple Grove • PO Box 1180 Maple Grove, MN 55311 • 763-494-6010

Pursuant to Minnesota Statute 270C.72 Tax Clearance; Issuance of Licenses, the licensing authority is required to provide to the Minnesota Commissioner of Revenue your Minnesota business tax identification number and the social security number of each license applicant (person signing the application).

Under the Minnesota Government Data Practices Act and the Federal Privacy Act of 1974, we are required to advise you of the following regarding the use of this information:

1. This information may be used to deny the issuance, renewal, or transfer of your license in the event you owe the Minnesota Department of Revenue delinquent taxes, penalties, or interest;
2. Upon receiving this information, the license authority will supply it only to the Minnesota Department of Revenue. However, under the Federal Exchange of Information Agreement, the Department of Revenue may supply this information to the Internal Revenue Service;
3. Failure to supply this information may jeopardize or delay the processing of your license issuance.

Please supply the following information and return along with your application:

Personal Information:

Applicant Name

Applicant Address

City/State/Zip

Social Security Number

Phone Number

Business Information:

Business Name

Business Address

City/State/Zip

Minnesota Tax ID #

Federal Tax ID #

If a Minnesota Tax ID number is not required, please attach explanation.

TENNESSEN WARNING: In connection with your request for a license, the City has asked that you provide information about yourself which may be classified as private, confidential, nonpublic, or protected nonpublic under the Minnesota Government Data Practices Act. This means that this data is not ordinarily available to the general public. Accordingly, the City is required to inform you of the following:

1. The purpose and intended use of the information requested is to determine if you are eligible for a license from the City of Maple Grove.
2. The known consequences of supplying the requested information is that the information or further investigation could disclose information which could cause your application to be denied.
3. You are not legally obligated to supply the requested information. The known consequences of refusing to supply the requested information is that your request for a license cannot be processed.
4. A criminal charge, arrest, or conviction will not necessarily bar you from obtaining a license with the City, unless the conviction is related to the matter for which the license is sought, according to Minn Stat. 364.03. However, failure to reveal the requested criminal information will be considered falsification of the application and may be used as grounds for the denial of the application.
5. Other governmental agencies necessary to process your application are authorized by law to receive the information provided.
6. The City is required by law to furnish some of this information to the Department of Labor and Industry and the Minnesota Commissioner of Revenue.

The undersigned, by signing this notice, acknowledges that he/she has read and understood the contents of this notice and has received a copy of this notice.

Signature

Position

Date



CERTIFICATE OF COMPLIANCE

MINNESOTA WORKER'S COMPENSATION LAW

City of Maple Grove • PO Box 1180 Maple Grove, MN 55311 • 763-494-6010

Minnesota Statute, Section 176.182 requires every state and local licensing agency to withhold the issuance or renewal of a license or permit to operate a business or engage in an activity in Minnesota until the applicant presents acceptable evidence of compliance with the workers' compensation insurance coverage requirements of MSS Chapter 176. The required workers' compensation insurance information is the name of the insurance company, the policy number, and the dates of coverage, or the permit to self-insure.

This information is required by law, and licenses and permits to operate a business may not be issued or renewed if it is not provided and/or is falsely reported. Furthermore, if the required information is not provided or is falsely stated, it shall result in a \$2000 penalty assessed against the applicant by the commissioner of the Department of Labor and Industry. This information will be collected by the City and retained in the files.

A valid workers' compensation policy must be kept in effect at all times by employers as required by law.
Please supply the following information and return along with your application:

Business Name (*Individual name only if no company name used*)

DBA (*doing business as name, if applicable*)

Business Address/City/State/Zip

YOUR LICENSE OR CERTIFICATE WILL NOT BE ISSUED WITHOUT THE FOLLOWING INFORMATION.

You must complete number 1, 2 or 3 below:

NUMBER 1 – Complete this portion if you are insured:

Insurance Company Name (*NOT the Agency or Agent*)

Workers' Compensation Insurance Policy No.

Effective Date

Expiration Date

NUMBER 2 – Complete this portion if self-insured:

☐ I have attached a copy of the permit to self-insure.

NUMBER 3 – Complete this portion if exempt:

I am not required to have workers' compensation liability coverage because:

☐ I have no employees

☐ I have employees but they are not covered by the workers' compensation law. (See MN Stat. 176.041 for a list of excluded employees.) Explain why your employees are not covered: _____

☐ Other: _____

ALL APPLICANTS COMPLETE THE FOLLOWING SECTION:

I certify that the information provided on this form is accurate and complete. If I am signing on behalf of a business, I certify that I am authorized to sign on behalf of the business.

Applicant Signature

Title

Date

NOTE: If your Workers' Compensation policy is cancelled within the license or permit period, you must notify the agency who issued the license or permit by resubmitting this form.

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Name and address of Insurance Agent Phone, Fax and E-mail of Contact Person		CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL ADDRESS: FAX (A/C, No):	
		INSURER(S) AFFORDING COVERAGE INSURER A: Shall have minimum Best Rating of A-VII INSURER B: or as approved by City's Insurance Agent INSURER C: INSURER D: INSURER E: INSURER F:	
INSURED Name and address of Insurance as it appears on license with the City SAMPLE RECYCLING/TRANSFER STATION		NAIC #	

COVERAGES

CERTIFICATE NUMBER: Sample Recycling

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY			XXXXX	Current	Dates	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 1,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG \$ 1,000,000
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						\$
A	AUTOMOBILE LIABILITY			XXXXX	Current	Dates	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS						PROPERTY DAMAGE (Per accident) \$
							\$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB			AS NEEDED	Current	Dates	EACH OCCURRENCE \$
	<input type="checkbox"/> EXCESS LIAB						AGGREGATE \$
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						\$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			XXXXX	Current	Dates	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER \$
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. EACH ACCIDENT \$ 100,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 100,000
							E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER

CANCELLATION

City of Maple Grove P.O. Box 1180 Maple Grove, MN 55369	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

ARTICLE XII. INSURANCE REQUIREMENTS

Sec. 16-446. Transfer stations and recycling centers.

(a)

No license issued under chapter 26, article III, pertaining to transfer stations and recycling centers, shall take effect until the licensee shall furnish insurance policies or certificates of insurance acceptable to the city and issued by insurance companies authorized to do business in the state for coverage and limits as set forth below:

- (1) Comprehensive general liability policy on an occurrence basis and having minimum combined single limits as follows:

General aggregate	\$1,000,000.00
Products—Comp/ops aggregate	1,000,000.00
Personal and advertising injury	1,000,000.00
Each occurrence	1,000,000.00
Medical expense (each person/aggregate)	1,000.00/10,000.00

The policy shall include, but not be limited to, explosion, collapse, and underground hazards, independent contractors' and contractual coverage, and proof of insurance to the city shall state such coverage.

- (2) Business auto policy covering owned (if any), nonowned, and hired autos with minimum combined single liability limits for bodily injury and property damage of \$1,000,000.00 each accident.

- (3) Workers' compensation and employers' liability for coverage and limits as required by the state.

(b) Should any policy described in subsection (a) of this section be canceled or not renewed for any cause before the expiration date thereof, the issuing company will mail 30 days' written notice to the city clerk, except such notice shall be ten days for nonpayment of premium.

(c) The issuing insurance companies shall have a minimum Best's Key Rating Guide of A-VII, or as approved by the city's insurance agent.

ARTICLE III. TRANSFER AND RECYCLING CENTERS

Sec. 26-61. Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Dump means a location used for the purpose of discharging refuse, garbage, junk or waste, or any one or a combination thereof, having little or no reusable quality or value.

Landfill means a location where refuse, garbage, junk or waste, or any one or a combination thereof, is discharged and covered with dirt, clay, sand or any combination thereof.

Recyclable waste means any material which can be reprocessed, reused, or reduced into some other reusable material or product. These materials include, but are not limited to, yard waste and other organic material, paper products, glass, aluminum, tin, steel, bi-metal products, tires, plastic, waste oil, and automotive batteries. The phrase shall also have the same meaning as the term "recyclable materials" as defined in section 26-31.

Transfer station means a building which is constructed to facilitate the moving of garbage, junk, waste, or recyclable material from smaller trucks to larger trucks for transfer to a processing plant, mass burn facility, RDF plant, compost site, landfill or any one or a combination thereof.

(Code 1984, § 435:00)

Cross reference— Definitions generally, § 1-2.

Sec. 26-62. Penalty.

Whoever in any way violates or fails to comply with any of the terms of this article, or with the conditions imposed by the city council in connection with a license, or allows such violation or noncompliance to continue, shall be guilty of a misdemeanor and, upon conviction, shall be punished in accordance with section 1-13. Each day during which the violation continues shall be deemed a separate offense.

(Code 1984, § 435:30)

Sec. 26-63. Exemptions.

Not-for-profit organizations conducting recycling drives and voluntary drop-off centers will not be required to be licensed under this article if they receive prior approval of their operation from the city.

(Code 1984, § 435:25)

Sec. 26-64. Dumps and landfills prohibited.

No dump or landfill shall be constructed, operated, or maintained within the corporate limits of the city.

(Code 1984, § 435:05)

Sec. 26-65. Licensing generally; bond and insurance requirements.

(a) License required; application; term; bond and insurance requirements.

(1) All transfer stations and recycling centers must be licensed by the city in order to be built, operated or maintained.

(2) Written application for such licenses shall be submitted to the city clerk's office.

(3) The applicant must provide with the application each of the following in a form acceptable to the city:

a. A license fee as established in section 16-81

b. A \$25,000.00 performance bond.

c. Proof of insurance as provided in chapter 16, article XII.

(4) A license issued under this section shall expire May 31.

(b) Compliance with other regulations. Any transfer station or recycling center must meet all building and zoning codes and all ordinances and all other requirements set forth by the city council.

(c) Violations; suspension or revocation of license. The following shall subject the licensee to penalties and/or suspension or loss of license:

(1) Violation of any condition in or established pursuant to this article.

(2) A finding that the facility is a nuisance as defined in chapter 14, article II, division 1.

(Code 1984, § 435:10)

Sec. 26-66. License conditions.

When the city council grants a license under this article, it may include such conditions in the license as the council deems necessary and proper to ensure that the licensed facility will not become a nuisance and to protect the health, safety and welfare of the public.

(Code 1984, § 435:15)

Sec. 26-67. Operation; reports.

(a) All transfer stations and recycling facilities shall be operated and maintained in a lawful manner and in compliance with all the regulations and statutes of the state and the county and the ordinances of the city, and shall be kept in as neat, clean and healthful a condition as possible.

(b) All tonnages of recyclable waste must be itemized and reported to the city on a monthly basis on forms provided by the city.

(Code 1984, § 435:20)